RESIDENCE LIFE OFFICE
STAFF POSITIONS
FALL 2022 - SPRING 2023

The Residence Life Office is seeking individuals interested in working in the residence halls during the Fall 2022-Spring 2023 academic year. We are looking for individuals who are hardworking, flexible, assertive, attentive to detail, reliable and responsible.

QUALIFICATIONS FOR ALL POSITIONS

**Applicants:**
- Must be current NJIT students and registered for Fall 2022.
- **Cannot** be on the Residence Life or University disciplinary lists from summer 2022 or academic year 2021-2022.
- Must be able to work independently and follow Residence Life and NJIT policies and procedures.
- Must be making Satisfactory Academic Progress (SAP).
- **Must be available for the following employment periods:**
  - Fall: Sunday, August 28, 2022 – Sunday, December 25, 2022
  - **Winter:** Sunday, December 25, 2022 – Sunday, January 22, 2023
    - *You can work winter break as a regular DA only, not a graveyard break DA.*
    - *Winter break is not mandatory however if selected to work during winter break, must attend winter staff meeting on Friday, December 23, 2022 from 11-12:30pm*
  - Spring: Sunday, January 22, 2023 – Sunday, May 14, 2023
    - *Must attend spring staff meeting on Friday, January 13, 2022 from 1-4pm*
- **Employment periods are subject to change.**
- If hired you must complete an online training within seven (7) days after given access; specific dates will be given at a later date
  - New staff must get 85% minimum
  - Returner staff must get 95% minimum
- **Must be available for a training on the following date:**
  - **Friday, August 26, 2022 from 9am – 4pm**
- You can work a maximum of 20 hours per week in total for all of your on campus jobs during this employment period except for winter break in which you can work up to 40 hours per week.
- **If you are selected as an RA for the fall 2022 or spring 2023 semester, you will no longer be eligible for any of these positions.**

COMPENSATION

**Hourly Pay:**
- Applicants that are looking for hourly pay must be approved by the University to work and must have or be eligible to obtain a social security number.
- 20 hours per week academic year and Thanksgiving break.
40 hours per week during winter break and spring break.

The following are the current payroll rates; they are subject to change:

- The standard pay rate is $13.00 per hour.
- The Desk Manager pay rate is $16.00 per hour.

Individuals will be allowed to work in more than one hall with combined hours not exceeding more than 8 hours in a 24 hour period.

*Housing is NOT an option during the regular academic year; it is only available during the summer.*

**PROCESS OVERVIEW:**

- Resume submission and screening
- Information session selection invite
- Attendance to an information session
- Application link and screening
- Interview sign up and confirmation
- Interviews
- Results via email
- Onboarding tasks and training

**RESUME SUBMISSION:**

- Upload your resume to [tinyurl.com/22resume23](http://tinyurl.com/22resume23)
- Your resume MUST have your NJIT email address
- Make sure your resume is geared towards the position job description
- The deadline is Monday, March 16, 2022 by 9:00am
- All resumes will be screened and the next step is invite only
- **NO RESUMES WILL BE ACCEPTED IN-PERSON, VIA EMAIL OR AT THE INFORMATION SESSION**
- **YOU CANNOT SUBMIT RESUMES FOR SOMEONE ELSE**

**VIRTUAL INFORMATION SESSION:**

If invited to the next step you must sign up to attend ONE of the following information sessions:

- **Wed. 03/23:** Common Hour
- **Fri. 03/25:** Common Hour

The location will be sent out in the invitation email. You must have your NJIT ID with you at this session. You will receive information about the application and interviews there. There is screening at every level.

**EMPLOYMENT PROCESS TIMELINE FALL 2022 – SPRING 2023:**

- **Mon. 3/07 – Mon. 3/16:** Upload your resume to [https://tinyurl.com/22resume23](https://tinyurl.com/22resume23)
- **Fri. 3/18:** Invite to the info sessions
• Wed. 03/23: Information session #1
• Fri. 03/25: Information session #2
• Fri. 03/25 - Tue. 03/29: Application available
  o The application will be available Fri. March 25th through Tue. March 29th at 9:00am
  o The applicants are screened again and then those who make it to the next round will receive email instructions on how to sign up for an interview
• Mon. 04/04 – Tue. 04/05: Interview sign up
  o Interview sign up will be Mon. April 5th by 4:30pm until Tue. April 6th at 4:30pm
  o Interview slots will be filled on a first-come, first-serve basis
• Fri. 04/08: Interview slot confirmation emails go out
  o Interview slot confirmations will go out Fri. April 8th by 11:00am
• Mon. 04/11 – Fri. 04/15: Interviews
• Fri. 04/22: Interview results go out
  o Decisions are emailed out on Friday, April 23rd by 4:30pm
• Mon. 04/25: Deadline to accept position
  o This will be done by filling out an online intent form
• Mon. 04/25: Deadline for filling out university job application via Cornerstone
  o This will be done by filling out an online University job application through a private link
• Mon. 08/8: Potential training start date for Desk Managers and Desk Manager Alternates
  o more details as the date nears
• Tue. 07/18 – Tue. 08/02: Period to complete online training modules (Fall only)
  o This is done through access to the department’s Student Staff Canvas page
• Fri. 08/26: Training
  o 9am – 4pm

If you have any questions please email shamier.mckenzie@njit.edu

**JOB RESPONSIBILITIES:**

The following are the responsibilities for each of the positions. Please read each of them currently. Applicants are encouraged to speak with someone currently in the position to gain more knowledge about what each student staff member does.
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**Office Assistant**

**Responsibilities**

- Begin working the fall 2022 through spring 2023 employment period Sunday, September 4, 2022 through Sunday, May 14, 2023 during regular Mon. – Fri. 8:30am – 4:30pm business hours.
- Covering the office, answering phones, computer work, furniture inventory, facilities follow-up, etc.
- Running errands, accepting, logging and distributing packages when necessary.
- Covering the front desk as needed.
- Assisting with conferences, and other administrative tasks as assigned.
- Being courteous in greeting and assisting residents, vendors and guests.
- Attend special meetings / trainings as needed.
- Have knowledge of and follow all policies and procedures as outlined in the OA & DA manuals.
- Have knowledge of and follow all policies and procedures as outlined in the Reslife Living On Campus Guide.

**Hours**

- Will be determined with the supervisor of the area assigned based on respective halls needs and OA’s availability.

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**Desk Attendant**

**Responsibilities**

- Monitoring the front desk and surrounding area, checking IDs, signing in/out guests and equipment, answering phones, etc.
- Assisting with check-in and check-out of conference guests and summer school students as needed.
- Working on special projects during down times or as needed.
- Be courteous in greeting and assisting residents.
- Make sure all equipment is working / supplies are stocked upon arrival to the shift.
- Accept packages when the office is closed from mail carriers only.
- Communicate with the RAs when there is a resident concern or issue at the front desk.
- Work with the RAs and Public Safety to maintain safety during emergencies.
- Have knowledge of and follow all policies and procedures as outlined in the DA manual.
- Be assertive in enforcing policy.
- Other duties/tasks as assigned.

**Hours**

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● All desks operate 24 hours each day.
● Students must have a flexible schedule and must be able to work both day and evening hours.

Graveyard Break Desk Attendant

Responsibilities
● Relieving graveyard DAs of their 30 minute break and any bathroom breaks.
● Call in the DM on duty to check-in utilizing the graveyard DA duty phone at the beginning of your shift.
● Maintain the break schedule for each hall and managing any other breaks that may come up.
● Contacting Public Safety for an escort to the halls when necessary.
● Monitoring the front desk and surrounding area, checking IDs, signing in/out guests and equipment, answering phones, etc.
● Be courteous in greeting and assisting residents.
● Make sure all equipment is working / supplies are stocked upon arrival to the shift.
● Communicate with the RAs when there is a resident concern or issue at the front desk.
● Work with the RAs and Public Safety to maintain safety during emergencies.
● Have knowledge of and follow all policies and procedures as outlined in the DA manual.
● Be assertive in enforcing policy.
● Other duties/tasks as assigned.

Hours
● Participating in a daily on-call break rotation between the hours of 1:30am – 7:30am
● Work no more than 20 hours per week in total for all on-campus employment
● This position is only during the fall and spring semester
  ● During the winter and spring break there is no graveyard break desk attendant
    ○ You can pick up regular desk attendant shifts during this time

Employment Process

If you have any questions about the positions available within Residence Life (non-academic year Resident Assistant) or the application process, please email shamier.mckenzie@njit.edu